

# CODE OF CONDUCT

For The Stakeholders



**Nowgong Girls' College**  
Nagaon, Assam

## **Foreword**

Education is the back-bone of the nation. Educational institution, as the temple of learning, has to disseminate the light of knowledge to every nook and corner of the society. It has the responsibility to shape and guide the students as responsible citizens.

Code of conduct for different stakeholders has always been there in Nowgong Girls' College in the form of rules and regulations and guidelines. These have been compiled into one handbook for the convenience of all concerned as a part of our quest for excellence.

Let this Handbook on Code of Conduct be the guiding force in our march towards excellence. The famous words of Aitareya Upanishada '*Charaiveti, charaiveti*' (March on, march on) is the driving force for all of us.

Sd/-  
**Principal**



## **CONTENTS**

Code of Conduct for students.....	1
Code of conduct in general.....	1
Code of conduct for hostel boarders.....	3
Code of conduct in library.....	4
Nowgong Girls' College Students' Union.....	5
Code of conduct for teachers.....	7
Code of conduct for librarian and library staff.....	8
Code of conduct for non-teaching staff.....	9
Code of conduct for Alumnae.....	10
Code of conduct for Visitors.....	10
Code of conduct for Parents and Guardians.....	11
Code of conduct for Principal.....	12
Code of conduct for Governing Body.....	13



## CODE OF CONDUCT FOR STUDENTS

Code of conduct for students is broad guidelines issued with the objective to evolve them as responsible and benevolent citizen. This reflects the expectation of the society in general and the institute in particular from the students as future citizens.

### Code of conduct in general

1. The college has specified uniform for the students. They must come with this uniform for attending classes as well as other academic and non-academic activities. No student is allowed to enter the college premise without uniform.
2. Ragging is strictly prohibited in the college campus. If any student is found to be involved in ragging, the anti-ragging cell of the college takes the matter seriously and enforces strict disciplinary action including cancellation of the studentship/ expulsion from the college.
3. Use of intoxicants like narcotic drugs and alcohol are completely banned in the college. Stern action will be taken against those who are found to have consumed these.
4. Students have to use college property with due care. They shouldn't damage or destroy any property of the college. If any student damages or destroys college property, cost of the property is charged/recovered from her along with disciplinary action.



5. Without prior permission of the Principal, no student is allowed to collect money for any purpose.
6. Students are allowed to use mobiles for their academic purposes only. Misuse of mobile phones and social media platforms is strongly discouraged.
7. Malpractice in examination is strictly prohibited. If any student is found indulging in any malpractice, disciplinary action will be taken.
8. Minimum 75% attendance in each semester is must to appear in college and university examinations.
9. Each student is provided with an identity card and a badge after admission which is non-transferable. Students are not allowed to enter the college without wearing identity card.
10. Student must attend classes regularly. Absentees must submit leave application duly signed by parent/guardian/hostel warden to the Principal forwarded by respective Head of the Departments.
11. Students must maintain an atmosphere of peace and tranquility in the college campus and hostel.
12. There is a Grievance Redressal Cell. Any student having any grievance can submit specific allegation in writing. The Cell then takes up the matter for redressal. There is also provision for on-line lodging of grievance through college website.



13. Students should be reasonable in using electric lights, fans and water. They should switch off the lights and fans while leaving the rooms. They should be extremely judicious while using water.

14. Any student who is charged with criminal offence or under suspension will not be allowed to enter the college campus without the permission of the Principal.

15. Students must keep the campus neat and clean and should use the waste bins available in the campus.

16. Students are encouraged to participate in co-curricular activities to the best of their ability as it is essential for their holistic development.

### **Code of Conduct for Hostel Boarders**

1. Separate hostel admission form is available and intending candidates have to apply for the same within a stipulated time. Admission to hostel is done as per rule.

2. The hostel boarders have to strictly follow the rules and regulations of the hostel.

3. Hostel boarders must be present in hostel and are not allowed to go outside the hostel beyond stipulated time.

4. Entry of outsiders without the permission of warden is strictly prohibited. Boarders are allowed to meet visitors/guests during specified visiting hours in the visiting room.



5. Boarders must pay hostel fees and dues in time.
6. Any violation of hostel rules and discipline is viewed seriously and may lead to expulsion from the hostel.
7. Unauthorized absence in hostel and class will lead to forfeiting of hostel seat.
8. Expulsion from the college automatically leads to expulsion from the hostel.

### **Code of Conduct in Library**

1. The college library remains open from 9.30 AM to 4.30 PM on all working days.
2. In order to avail library services, the students must come in uniform with identity card and badge.
3. The users must maintain complete silence in the library.
4. The library is an open access one where a reader can go through the books kept on the shelves.
5. Students of Honours Course are entitled to borrow 5 books at a time while students of Regular Course can borrow 3 books. Students of Post Graduate Course and Higher Secondary can avail 2 books at a time.
6. Books are issued to students for maximum 15 days with provision for renewal once.
7. The students should deposit their personal belongings at the property counter and receive a token from the attendant. On production of the token only, the belongings will be returned.



8. No book or reading material forming part of the rare book collection, reference collection, bound volume or belonging to a series will be lent out of the library.
9. The Librarian has the authority to call back any book at any time from a reader, if needed even before expiry of the loan period.
10. Delay in returning a book after the due date will entail a fine of Rs. 0.50 p per day for each volume.
11. The borrower will be responsible for the damage or loss to the books taken out by them. If a book is lost or damaged, the same should be replaced by the borrower with a new one or pay the price of the book along with an incidental charge.
12. No mechanical reproduction or tracing of materials shall be made without the permission of the Librarian.
13. Magazines and papers should not be removed from their places.
14. On completion of the course, all library arrears must be cleared by the students.
15. Library card is not transferable.

### **Nowgong Girls' College Students' Union (NGCSU)**

Nowgong Girls' College Students' Union (NGCSU) is the representative body of the entire student community. It is guided by a Constitution redrafted in 2017 on the basis of Lyngdoh Commission Report.





1. Members of the NGCSU are elected directly in a democratic manner on the basis of Lyngdoh Commission Report and UGC guidelines.
2. NGCSU is responsible for conduct of various activities, events and celebrations involving the students from time to time. It has to perform its responsibilities in consultation with the Principal, Union In-charge and other teachers-in-charge.
3. The General Body of the NGCSU consists of all the regular students enrolled in the institution. They are eligible to cast their votes in the election of NGCSU.
4. The intending candidates must have 75% attendance and should not have any academic arrear in the year of contesting election.
5. There is an Election Grievance Redressal Cell to address election related complaints and grievances.
6. A candidate must not have previous criminal record and also been subjected to any disciplinary action by the College and University authorities.
7. If any office-bearer or class representative is found guilty of any criminal offence or is subjected to any disciplinary action by the College or University authorities during her tenure, her post is automatically forfeited.
8. If no candidate is available for election to any post of Office Bearer or Class Representative and if any post falls vacant before the expiry of term for any reason, then such vacant post will be filled up through nomination by the Principal and Union-in-charge in consultation with the elected Office Bearers.



## CODE OF CONDUCT FOR TEACHERS

1. The teachers should thrive to uphold the vision and mission of the College.
2. They should be available during college hours and be ready to guide/assist the students in academic matters whenever required.
3. The teachers should act as the friend, philosopher and guide of the students.
4. Besides the allotted classes, the teachers should perform other responsibilities assigned to them by the authorities for all round development of the college.
5. They should discharge their professional responsibilities as per rules and regulations of the government and affiliating university. They have to continuously thrive for professional excellence.
6. All teachers are members of the Parent Teachers Association and they should maintain a cordial relation with the parents/guardians.
7. The teachers should respect the dignity of the students and be impartial while dealing with them.
8. The teachers should ensure maintenance of discipline and order in the campus and if any untoward incident comes to notice, it should be immediately brought to the notice of the Principal.
9. As responsible members of the society, the teachers should engage themselves in outreach activities and community works. They should encourage and involve the students in such activities.
10. They should encourage the students to develop their personality, identify their potential and deal with them as per their individual needs/requirements.



## CODE OF CONDUCT FOR LIBRARIAN AND LIBRARY STAFF

1. The Librarian, as the head of the library, should be responsible for overall administration and management of the library.
2. The Librarian and the library staff should be helpful and cooperative to the students, teachers and other stakeholders.
3. They should inspect and monitor the shelves and stacks daily and keep the books, newspapers, periodicals etc. in proper place.
4. The Librarian should ensure continuation of subscription of journals/e-journals, periodicals, newspapers and purchase of new volumes for the benefit of the students.
5. They should ensure digitization of the library resources for remote access by the users.
6. The Librarian is responsible for maintenance and updating of digital library section of the College website.
7. The Librarian has the authority to take disciplinary action like cancelation of library card, imposition of fine etc. in matters of violation of library rules and discipline.
8. The Librarian and the library staff have to ensure return of issued books in time and in proper order.



## CODE OF CONDUCT FOR NON-TEACHING STAFF

1. The members of the non-teaching staff have to work under the guidance and leadership of the Principal.
2. They should strictly follow and uphold the rules and regulations of the college.
3. They have to keep all the official files and documents properly and also have to maintain confidentiality of the records.
4. The members of the non-teaching staff are expected to follow high moral standard and have to deal with students, guardians, teachers and others politely.
5. If any discrepancy is noticed or any complaint is received regarding functioning of the office, it should be immediately sorted out by the Supervisory Assistant. If the matter is beyond the jurisdiction of the SA, it should be referred to the Principal at the earliest.
6. They should maintain cordial relation and proper communication with higher authorities like affiliating university and Directorate of Higher Education, Government of Assam.



## CODE OF CONDUCT FOR ALUMNAE

1. All the ex-students are alumnae of the institution. They are expected to enroll themselves in the Alumni Association of the College.
2. They should keep touch with their alma-mater and put forward their valuable suggestions for continuous improvement.
3. Provision of online feedback is incorporated in the college website for alumnae and they are expected to avail this facility and thereby help the institution in its journey towards excellence.
4. The alumnae have an important role to play in making the College a vibrant social entity.
5. The College always looks forward in extending its best possible services and assistance to the alumnae as and when required.

## CODE OF CONDUCT FOR VISITORS

1. The visitors are allowed to enter the College premises only on production of valid proof of identity.
2. Any visitor who has consumed alcohol or other narcotic drugs is not allowed to enter the College campus.
3. The College campus is tobacco free and no smoking zone and the visitors are expected to keep its sanctity.
4. Visitors must not do anything which may adversely affect the academic atmosphere of the College.



5. The visitors are encouraged to put forward their suggestions for overall development of the College.

## **CODE OF CONDUCT FOR PARENTS AND GUARDIANS**

1. Parents and guardians are the persons whose names are entered in relevant columns of the online/offline forms by the students at the time of admission.

2. Parents/guardians are expected to uphold the vision and mission of the College.

3. They should help to maintain discipline and academic standards of the college.

4. The parents/guardians are parts of the Parent-Teachers' Association and should attend general meeting of the Association.

5. Parents/guardians can raise any issue related to their wards to the authority. They can also raise grievance, if any through offline or online mode. Provision for online submission of grievance and suggestion is incorporated in the college website.

6. Parents/guardians should inform the HOD when a student remains absent for several days due to ill health or any other reason. The leave of application of student must be counter-signed by parent/guardian.

7. Parents/guardians can meet their wards in designated places in the campus and are not allowed to enter classrooms.

8. Parents/guardians of the hostel boarders should be in touch with the warden and be informed about performance of their wards.



## CODE OF CONDUCT FOR PRINCIPAL

1. The Principal is to provide leadership to the college and should take steps for implementation of vision and mission of the College.
2. He is the Secretary of the Governing Body and is responsible for enforcing and materializing its decisions.
3. He/she has to devote his/her time to improve the efficiency of the teachers, staff and the college in general.
4. To ensure all round and holistic development of the students, he has to take necessary steps in consultation with the Academic Council.
5. To ensure the maintenance of records and files and preparation and submission of reports in time.
6. The Principal is responsible for day-to-day administration of the College and should ensure proper coordination among all the stakeholders.
7. The Principal has to ensure equal treatment by removing any kind of discriminatory practices based on caste, creed, religion or sex within the College.
8. He/she also has to ensure proper functioning of all statutory bodies/committees like Internal Complaint Committee, Committee for SC/ST, Grievance Redressal Committee, Anti-Ragging Committee etc.



## CODE OF CONDUCT FOR GOVERNING BODY

1. The Governing Body is the supreme administrative body of the College. It comprises of the President appointed by the government, representatives from the University, Guardians, teachers and employees. The Governing Body is to decide the overall strategic direction of the College.
2. The Governing Body is responsible for developing and approving the mission, strategic goals and objectives of the College and establishing policies related to programme and service.
3. It has to approve the annual budget of the college.
4. It has also to approve the income and expenditure of the college.
5. It has to determine the strategies by reviewing the annual quality assurance report of the college.
6. It has to approve the decisions of various selection committees constituted for appointment of teachers and employees.
7. The Governing Body is responsible for enforcing discipline in the college.
8. It should be responsible for timely maintenance of the infrastructure and channeling funds for development of the College.